



ACCESS MY BIZ & MY WORKPLACE USING A COMMAND ACCESS CARD (CAC)

Initial Access

Prior to accessing My Biz or My Workplace for the first time users must register their Common Access Card (CAC). To accomplish this navigate to:

<https://compop.dcpds.cpms.osd.mil> then click OK to accept the privacy notice.

1. Click CAC Registration button

Common Access Card (CAC) Access
First time CAC users, Non-CAC users with newly issued CAC and CAC name changes must select the "CAC Registration" button before "Login" button.

2. Select the non-email certificate then click OK and enter your CAC PIN number

Identification
The Web site you want to view requests identification. Please choose a certificate.

Name	Issuer
Doe, Joe	DOD CLASS 3 EMAIL CA-9
Doe, Joe	DOD CLASS 3 CA-9

3. Enter your SSN with dashes in both fields then click the Register button

**** Important **** Usernames and SSN/LN Employee ID Numbers are masked as an additional security measure for your personal protection.

* Use hyphens in the SSN/LN Employee ID Number if applicable.

SSN/LN Employee ID Number:

Confirm SSN/LN Employee ID Number:

4. Enter your My Biz or My Workplace username in both fields then press the submit button.

Note for most users your username will be your SSN with dashes.

**** Important **** Usernames and SSN/LN Employee ID Numbers are masked as an additional security measure for your personal protection.

Use your HR/MyBiz/MyWorkplace log in screen "User Name". Use hyphens in the Username Field if applicable.

HR/MyBiz/MyWorkplace Username:

Confirm HR/MyBiz/MyWorkplace Username:

Subsequent Access:

Once your CAC is registered, follow the steps below to access My Biz / My Workplace.

1. Click <https://compo.dcpds.cpms.osd.mil>
2. Click Login
3. Click Army Region
4. If prompted, select your non-email certificate then click OK and enter your CAC PIN number